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INTRODUCTION

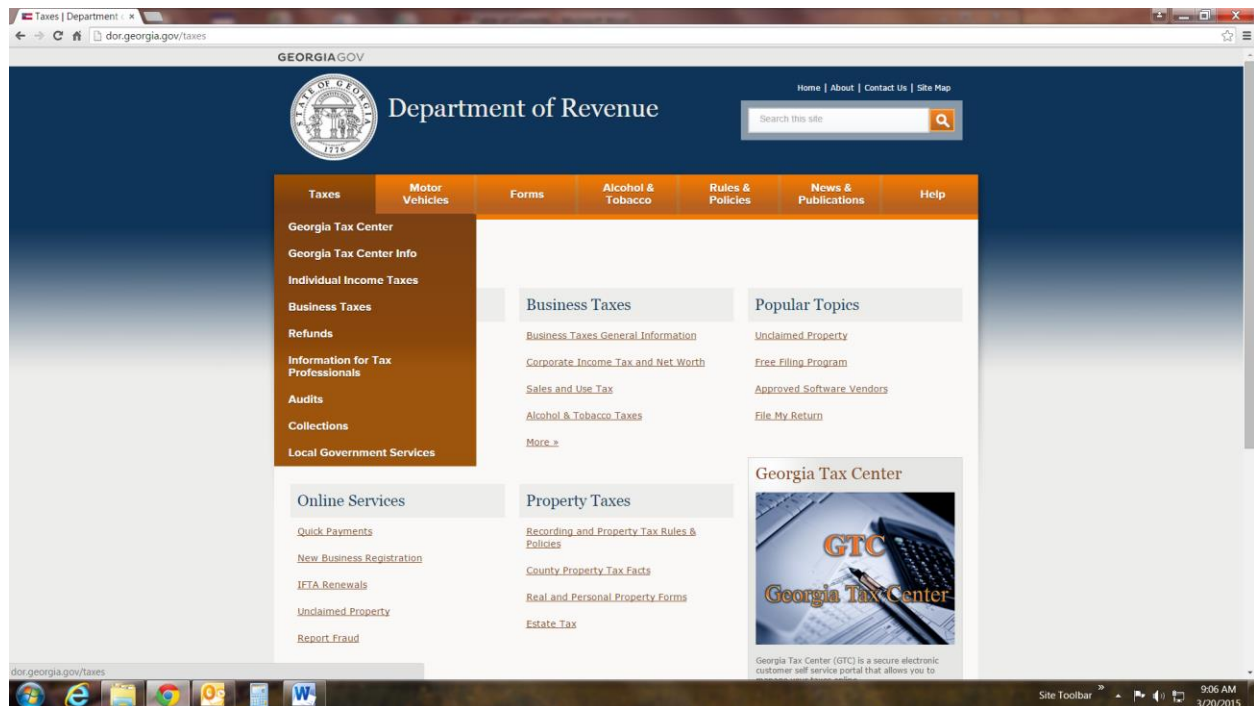
Businesses can use GTC to import the Annual G1003 Withholding File. This is one method of submission for files with up to 25 employees. DOR templates can be downloaded from <http://dor.georgia.gov> and select the Templates tab.

Follow these instructions to import any [XML FILES](#) (i.e. Motor Fuel) and tax templates accessed through the link illustrated below in Step 1.

*****NEW TO FILING PAYROLL TAXES? NEED TO KNOW WHAT TO FILE? Check out the [Employer's Tax Guide](#) for definitions and explanations of all requirements, forms, tables and tips.**

DOWNLOAD the G1003 TEMPLATE

Step 1: Navigate to <http://dor.georgia.gov> and click "Taxes", and then click "Georgia Tax Center Info"



Click "Tax Templates"



The screenshot shows the Georgia Department of Revenue website. The header includes the state seal, the text "Department of Revenue", and a search bar. A navigation bar contains links for Taxes, Motor Vehicles, Forms, Alcohol & Tobacco, Rules & Policies, News & Publications, and Help. The "Taxes" section is expanded, showing a list of links: Georgia Tax Center, Georgia Tax Center Info (selected), File Import & Upload, Instructional Documents, Tax Templates, and Instructional Videos. Below this, there are links for Individual Income Taxes, Business Taxes, Refunds, and Information for Tax. The main content area is titled "Georgia Tax Center Info" and contains links for File Import & Upload, Instructional Documents, Tax Templates, Instructional Videos, and Georgia Tax Center Info FAQs. A blue arrow points from a "Click Here" box to the "Tax Templates" link.

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Search this site

Taxes Motor Vehicles Forms Alcohol & Tobacco Rules & Policies News & Publications Help

Home » Taxes » Georgia Tax Center Info

Georgia Tax Center Info

[File Import & Upload](#)

[Instructional Documents](#)

[Tax Templates](#)

[Instructional Videos](#)

[Georgia Tax Center Info FAQs](#)

Click Here

Step 2: Select Withholding G-1003

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Tax Templates

- [Alcohol](#)
- [Motor Fuel](#)
- [Tobacco Tax Import](#)
- [Withholding G-7 Return for Monthly or Semi Weekly Payers](#)
- [Withholding G-7 Return for Quarterly Payer](#)
- [Withholding G-1003](#)
- [Sales and Use Tax Import](#)
- [CSV Payment File Layout](#)
- [Sales Tax ID Verification Templates](#)

Taxes

- ▶ Georgia Tax Center
- ▼ Georgia Tax Center Info
 - File Import & Upload
 - Instructional Documents
 - Tax Templates**
 - Instructional Videos
- ▶ Individual Income Taxes
- ▶ Business Taxes
- ▶ Refunds
- ▶ Information for Tax Professionals

Click Here

Step 3: Click on the Attachment



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Taxes Motor Vehicles Forms Alcohol & Tobacco Rules & Policies News & Publications Help

Home » Withholding G-1003 Tax Template

Withholding G-1003 Tax Template

December 10, 2014

After completing your return document, login to GTC to import the Excel file. For additional information about this return, please visit the Department of Revenue Withholding Tax Forms [section](#). Withholding Misc. Customers: Please note that the G-1003 template has been updated to include a section for Withholding Film Tax filing.

Attachment	Size
 G1003.xls	71.5 KB

Click Here

Step 4: View and populate the EXCEL template

State Of Georgia G1003

Domestic Employer ☐

With No GA Tax Withheld

Amended Return ☐

Form Type

W-2 ☐

G2-A ☐

G2-FL ☐

1099 ☐

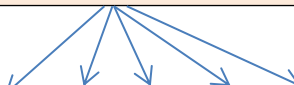
W-2-C ☐

Georgia Taxable Wages

Georgia Tax Withheld

Total Number of Forms	0
W2S: ««	0
1099S: ««	0
G2AS: ««	0
G2FLS: ««	0

Click on one of the below links

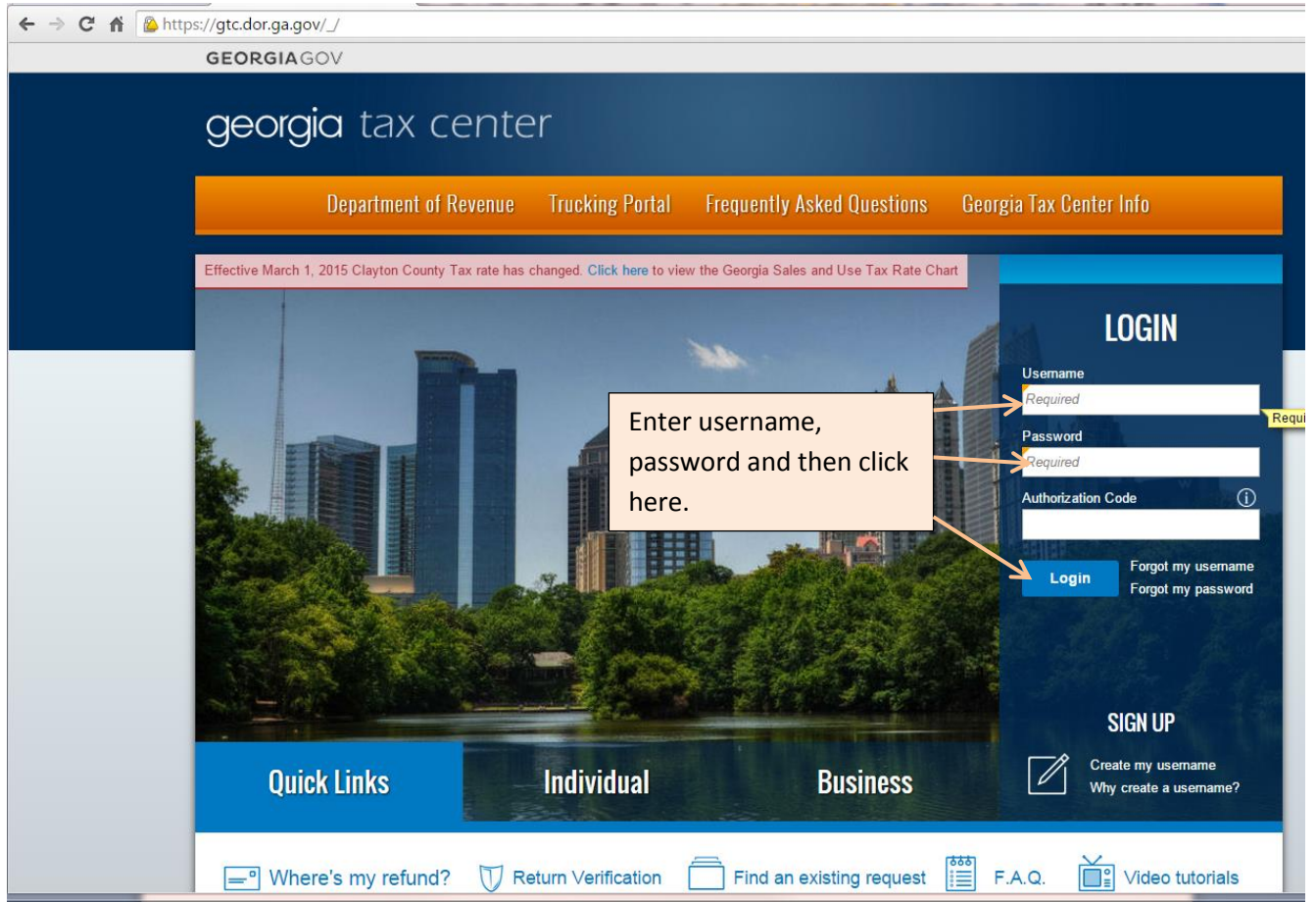


« « » »
Main W2 1099 G2A G2FL
» »

Click on above links to navigate to the appropriate tab.

NOTE: When entering the social security number in the W2S tab, do not use dashes.

Step 1: Log in to GTC (<https://gtc.dor.georgia.gov/>)



The screenshot shows the Georgia Tax Center login page. At the top, there is a navigation bar with links: Department of Revenue, Trucking Portal, Frequently Asked Questions, and Georgia Tax Center Info. Below this is a banner for a tax rate change. The main content area features a large image of a city skyline. On the right side, there is a 'LOGIN' section with fields for Username, Password, and Authorization Code. A callout box with the text 'Enter username, password and then click here.' has arrows pointing to the Username, Password, and Login buttons. Below the login fields are links for 'Forgot my username' and 'Forgot my password'. At the bottom, there is a 'SIGN UP' section with links for 'Create my username' and 'Why create a username?'. The footer contains a 'Quick Links' section with icons and text for 'Where's my refund?', 'Return Verification', 'Find an existing request', 'F.A.Q.', and 'Video tutorials'.

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Department of Revenue Trucking Portal Frequently Asked Questions Georgia Tax Center Info

Effective March 1, 2015 Clayton County Tax rate has changed. [Click here](#) to view the Georgia Sales and Use Tax Rate Chart

LOGIN

Username
Required

Password
Required

Authorization Code ⓘ

Login Forgot my username
Forgot my password

SIGN UP

Create my username
Why create a username?

Quick Links Individual Business

Where's my refund? Return Verification Find an existing request F.A.Q. Video tutorials

Step 2: Click on the Withholding tax ID number hyperlink

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MENU [Log Off](#)

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NAVIGATION

[» My Accounts](#)

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TEST ACCOUNT FOR E-SERVICES

STI 20105082049

My Balance \$0.00

NAMES AND ADDRESSES

Legal Name [TEST ACCOUNT FOR E-SERVICES](#)

DBA Name [Add](#)

Business Location Address [1800 CENTURY BLVD NE ATLANTA GA 30345-3202](#)

Mailing Address [Add](#)

I WANT TO... [Profile](#)

- [Make Multiple Payments](#)
- [Submit Documentation](#)
- [Submit Power of Attorney](#)
- [Transfer Tax Credit](#)
- [Add Access to Another Account](#)
- [Upload File](#)
- [Register New Tax Account](#)
- [Update Officers](#)
- [Manage NAICS Codes](#)
- [View All Accounts](#)

ACCOUNTS¹ **REQUESTS⁰** **E-MESSAGES⁰** **LETTERS⁰**

MY ACCOUNTS¹

Account Id	Account Type	Name	Frequency	Address	Balance
3167089-PJ	Withholding Tax	TEST ACCOUNT FOR E-SER	Monthly	1800 CENTURY BLVD NE ATL	0.00

Click Here

Step 3: Click the "Return List" hyperlink

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My Accounts

» Account: 3167089-PJ

GEORGIA TAX INFO

Tax Template

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WITHHOLDING TAX

STI 20105082049

Withholding Qtr Monthly 3167089-PJ

My Balance \$0.00

Pending \$0.00

Payment Source Setup

NAMES AND ADDRESSES

Legal Name TEST ACCOUNT FOR E-SERVICES

DBA Name Add

Business Location 1800 CENTURY BLVD NE ATLANTA

Address GA 30345-3202

Mailing Address Add

Site of Business Add

Records Address Add

I WANT TO... Profile Accounts

Protest Proposed Assessment

Request to Close Account

Request Statement of Account

Request Payment Statement

Request Waiver of Penalty

Change Filing Frequency

Claim Withholding Tax Benefit

Make a Payment

File Return

Manage NAICS Codes

PERIODS REQUESTS⁰ ACTIVITY E-MESSAGES⁰ LETTERS⁰

ATTENTION NEEDED² ALL PERIODS / PERIOD SEARCH

PERIODS REQUIRING ATTENTION Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Mar-2015	Generated	File Return	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-Dec-2014	Multiple Return	Return List	Pay	0.00	0.00	0.00	0.00	0.00	File Return

2 Rows

Click Here

Step 4: Click "File Return" for Form G1003

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NAVIGATION

[My Accounts](#)

Account: 3167089-PJ

[» Select Return](#)

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RETURN LIST

RETURN LIST [Filter](#)

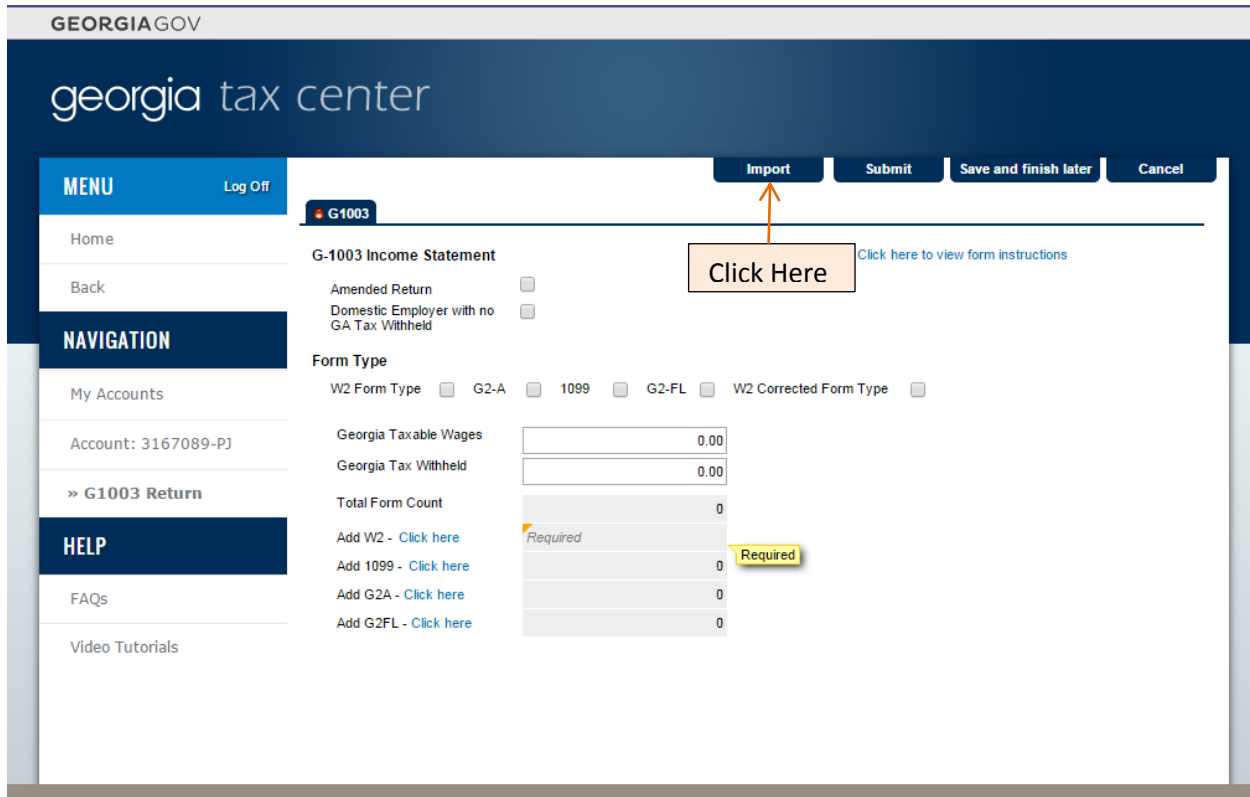
Received Date	File Return	Return	Status
	File Return	Form G1003	Delinquent
	File Return	Form G-7	Delinquent

2 Rows

[Click Here](#)

Department of Revenue | Trucking Portal | Frequently Asked Questions | Georgia Tax Center Info

Step 5: Click "Import"



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My Accounts

Account: 3167089-PJ

» G1003 Return

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G1003

Import Submit Save and finish later Cancel

G-1003 Income Statement

Amended Return ☐

Domestic Employer with no GA Tax Withheld ☐

Form Type

W2 Form Type ☐ G2-A ☐ 1099 ☐ G2-FL ☐ W2 Corrected Form Type ☐

Georgia Taxable Wages 0.00

Georgia Tax Withheld 0.00

Total Form Count 0

Add W2 - [Click here](#)

Add 1099 - [Click here](#)

Add G2A - [Click here](#)

Add G2FL - [Click here](#)

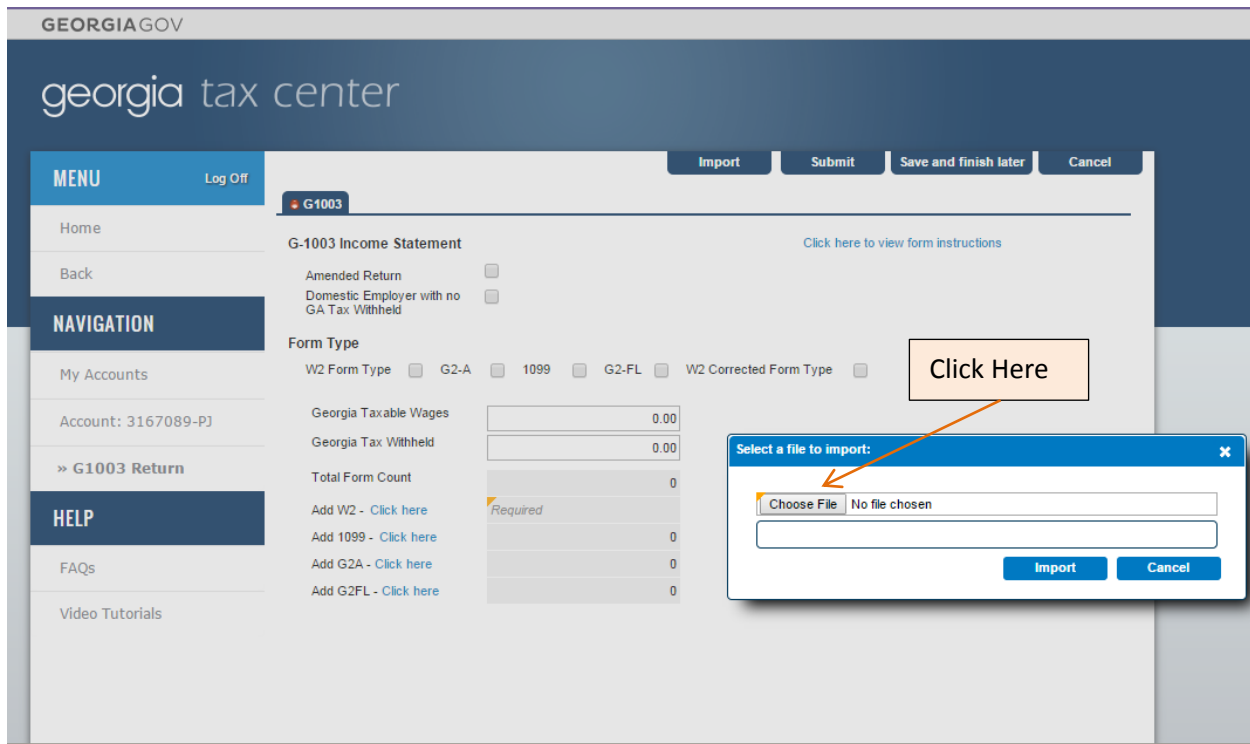
Required

Required

Click Here

[Click here to view form instructions](#)

Step 6: Click "Choose File"



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G1003

G-1003 Income Statement

Click here to view form instructions

Amended Return ☐

Domestic Employer with no GA Tax Withheld ☐

Form Type

W2 Form Type ☐ G2-A ☐ 1099 ☐ G2-FL ☐ W2 Corrected Form Type ☐

Georgia Taxable Wages 0.00

Georgia Tax Withheld 0.00

Total Form Count 0

Add W2 - Click here

Add 1099 - Click here

Add G2A - Click here

Add G2FL - Click here

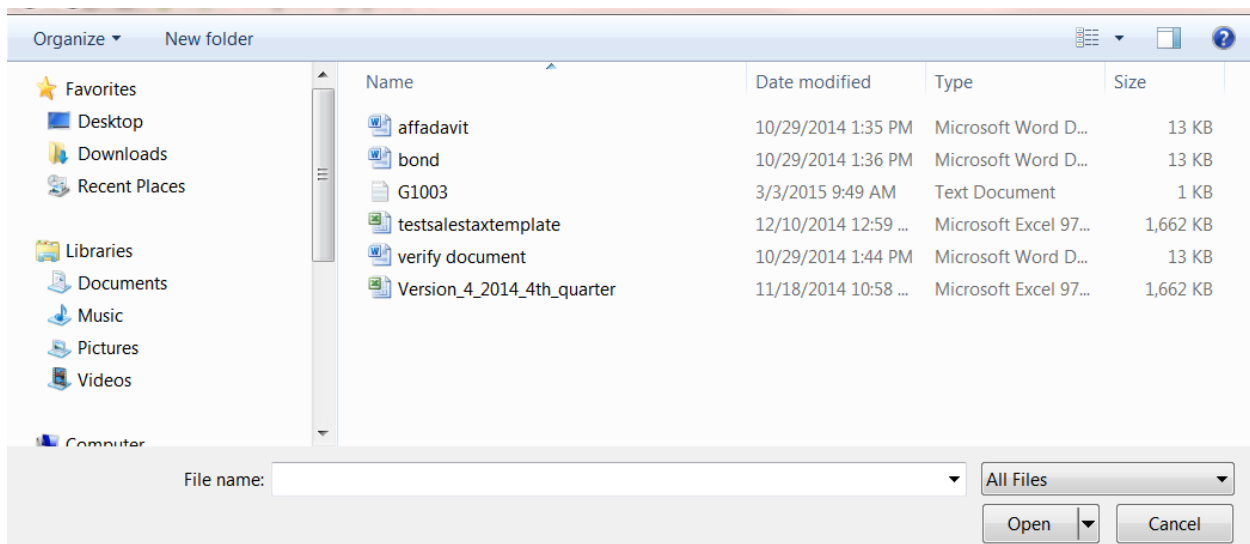
Click Here

Select a file to import:

Choose File No file chosen

Import Cancel

Step 7: Select your completed template
Double click on the template



Organize New folder

File Explorer

Name	Date modified	Type	Size
affadavit	10/29/2014 1:35 PM	Microsoft Word D...	13 KB
bond	10/29/2014 1:36 PM	Microsoft Word D...	13 KB
G1003	3/3/2015 9:49 AM	Text Document	1 KB
testsalestaxtemplate	12/10/2014 12:59 ...	Microsoft Excel 97...	1,662 KB
verify document	10/29/2014 1:44 PM	Microsoft Word D...	13 KB
Version_4_2014_4th_quarter	11/18/2014 10:58 ...	Microsoft Excel 97...	1,662 KB

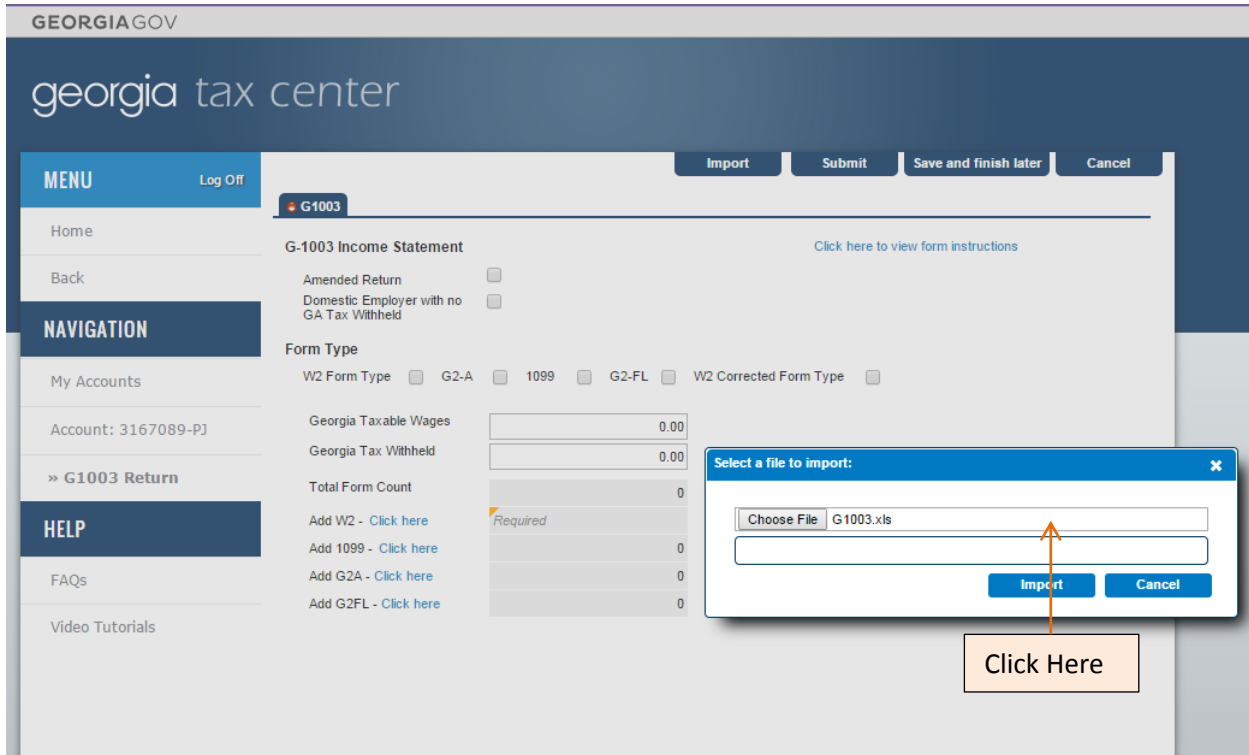
File name:

All Files

Open Cancel

Step 8: Click "Import"

The selected file name will display in the shaded box. When you are ready to proceed, click "Import"



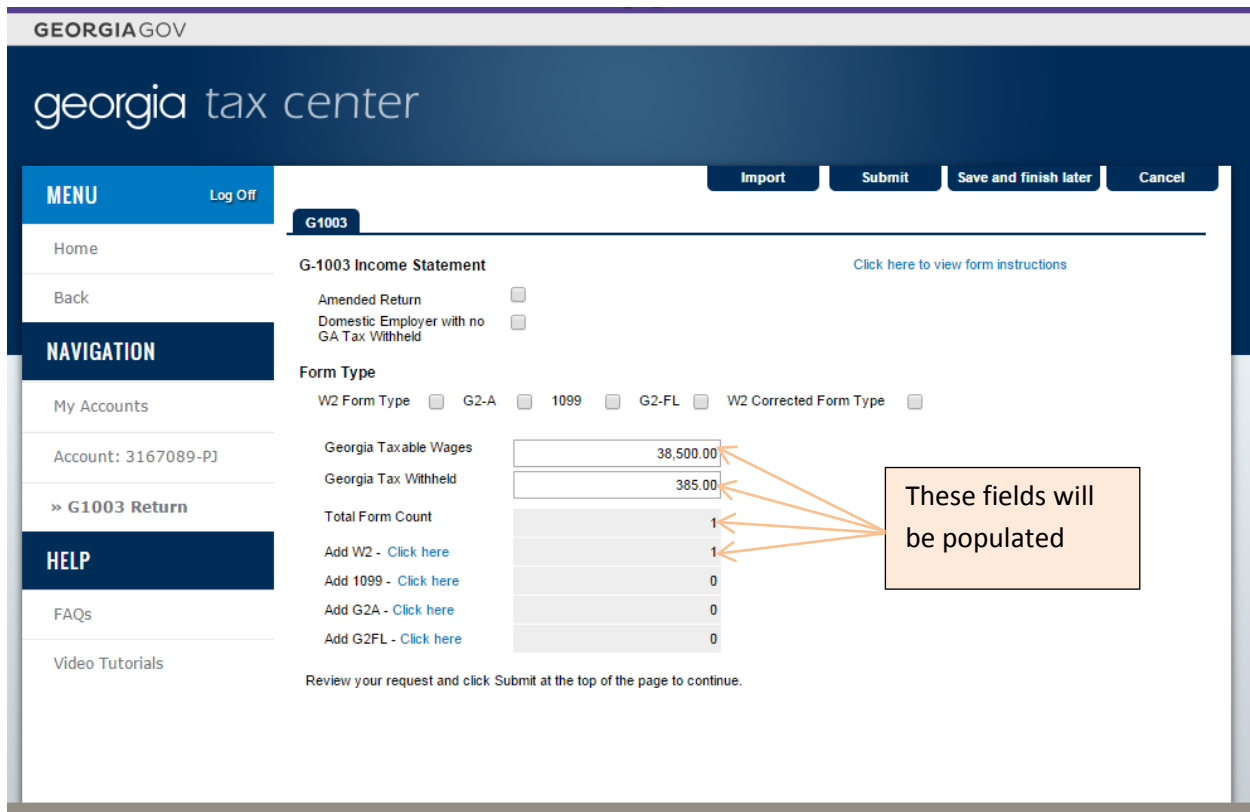
The screenshot shows the Georgia Tax Center interface for the G-1003 Income Statement. The main form area includes sections for "G-1003 Income Statement" with checkboxes for "Amended Return" and "Domestic Employer with no GA Tax Withheld", a "Form Type" section with checkboxes for "W2 Form Type", "G2-A", "1099", "G2-FL", and "W2 Corrected Form Type", and a table for entering data. The table has columns for "Georgia Taxable Wages", "Georgia Tax Withheld", and "Total Form Count". The "Total Form Count" column is marked as "Required".

An "Import" dialog box is overlaid on the right side of the form. It contains a "Choose File" button, a text input field showing "G1003.xls", and "Import" and "Cancel" buttons. An orange arrow points from a "Click Here" callout box to the "Import" button in the dialog.

Georgia Taxable Wages	Georgia Tax Withheld	Total Form Count
0.00	0.00	0
		0
		0
		0
		0

Step 9: Click "Submit"

Note: If the entries are correct in the template, then the variables will be populated.



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My Accounts

Account: 3167089-PJ

» G1003 Return

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Import Submit Save and finish later Cancel

G1003

G-1003 Income Statement [Click here to view form instructions](#)

Amended Return ☐

Domestic Employer with no GA Tax Withheld ☐

Form Type

W2 Form Type ☐ G2-A ☐ 1099 ☐ G2-FL ☐ W2 Corrected Form Type ☐

Georgia Taxable Wages	38,500.00
Georgia Tax Withheld	385.00
Total Form Count	1
Add W2 - Click here	1
Add 1099 - Click here	0
Add G2A - Click here	0
Add G2FL - Click here	0

Review your request and click Submit at the top of the page to continue.

These fields will be populated

Step 10: Confirm your submission by clicking "Yes"

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Submit

Save and finish later

Cancel

G1003

G-1003 Income Statement

Amended Return

Domestic Employer with no GA Tax Withheld

Form Type

W2 Form Type

G2-A

1099

G2-FL

W2 Corrected Form Type

Georgia Taxable Wages

38,500.00

Georgia Tax Withheld

385.00

Total Form Count

1

Click here to view form instructions

By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Yes

No

Step 11: Confirmation Page

You can print the confirmation page, and or a copy of the return. Click OK to return to the main page. The import process is now complete.

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NAVIGATION

My Accounts

Account: 3167089-PJ

G1003 Return

» Request

HELP

Print Confirmation

Print Return

Ok

CONFIRMATION

Request Information

Logon	test15
Status	Pending
Confirmation Number	1-259-681-760
Taxpayer Name	TEST ACCOUNT FOR E-SERVICES
STI	20105082049
Withholding Tax	3167089-PJ
Request Title	Return for 31-Dec-2014
Filing Period	31-Dec-2014
Submitted	27-Mar-2015

Your return for 31-Dec-2014 has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is 1-259-681-760. If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).